

# Covid-19 Reopening Plan

<b>Name of playgroup</b>	Woodend Playgroup
<b>Name of representative</b>	Rebecca Hesper
<b>Location of service</b>	45 Forest Street PO Box 533 Woodend Vic 3442
<b>Date</b>	16 <sup>th</sup> July 2020 (Revised January 2021)

Facility Cleaning	<ul style="list-style-type: none"> <li>● Increase frequency of professional cleaning to weekly.</li> <li>● Members will be required to clean on arrival and departure of their session. Due to the setup of Woodend Playgroup, sessions are unable to be policed to ensure guidelines are being met. Having members clean on arrival and departure provides an extra level of protection. Cleaning involves disinfecting all surfaces, play equipment and toys.</li> <li>● On departure members will also be required to empty bins and vacuum the floors.</li> </ul>
Cleaning of toys and equipment	<ul style="list-style-type: none"> <li>● Toys will be limited to ones that are easily cleaned. <ul style="list-style-type: none"> <li>○ Members will be encouraged to BYO toys.</li> <li>○ Kitchen area will have a few plastic utensils and plates, cups and bowls. Some plastic food items will also be left for children to play with.</li> <li>○ One craft activity will be set up for children to participate in, however, members will be required to bring their own art smocks. This craft activity will be changed weekly, fortnightly or monthly depending on how many members are attending Playgroup each week. The committee will monitor this and adjust accordingly.</li> <li>○ A few board books that can be easily wiped down will be left out</li> <li>○ Train table with a few trains will be available to play with.</li> <li>○ Bluetooth speaker available for members to connect to and play music through.</li> <li>○ Outdoor play will be encouraged and a few tools and trucks will be available for play in the sandpit.</li> <li>○ A water play table will be available to use.</li> <li>○ Bike shed will be locked and not accessible to members.</li> <li>○ Other toys will be rotated at the discretion of the committee.</li> </ul> </li> <li>● Hands to be washed before and after use of toys, equipment and craft materials.</li> <li>● Toys and equipment are to be cleaned by members after their child has played with them.</li> <li>● Outside play encouraged and doors to be open where possible to allow increased airflow.</li> </ul>
Session times and booking system	<p>Four x 2hr sessions a day, 5 days a week (Mon-Fri). 9am-11am, 11am-1pm, 1pm-3pm, 3pm-5pm</p> <p>On arrival, members will be required to sign in using a QR code that is linked to our website. This allows the committee to track member attendance for each session and ensure members are adhering to current Covid-19 guidelines. This system will also allow us to track</p>

	member attendance in the case of an outbreak of Covid-19 as an excel spreadsheet can be downloaded and member attendance sorted according to date.
Communication with members	Members will be kept up to date via email prior to reopening and receive a member's information pack. All information will also be made available on our website and Facebook page as well as being displayed around Playgroup on posters and signs. We will continue to update members on any changes and welcome open communication regarding the new routine at Playgroup.
Signage requirements	<p>Current posters and signs at Playgroup will be removed (unless relevant) to enable new posters to be clearly visible to members. Signs/posters will cover:</p> <ul style="list-style-type: none"> <li>• Personal hygiene requirements</li> <li>• Effective hand washing method</li> <li>• Cleaning requirements – facility and toys</li> <li>• Covid-19 symptoms to look out for</li> <li>• Process if they need to inform the committee about a possible or confirmed Covid-19 case</li> <li>• Social distancing requirements as well as clearly marked dots on the floor/seating areas</li> <li>• New entry and exit routine</li> <li>• Number of members allowed at any given time</li> <li>• Clearly marked sanitising stations</li> <li>• Ways to limit the spread of germs, including by not touching their face, sneezing into their elbow, and staying home if feeling unwell.</li> </ul>
Session requirements	<ul style="list-style-type: none"> <li>• As stated above, sessions will be limited to the number of members determined by Council's OHHS site check. Adults must adhere to the 1.5 metre social distance rule but children are allowed to interact as normal, prior to Covid-19.</li> <li>• Members must sign into their session using the QR code provided so that attendance can be recorded.</li> <li>• Members are to clean on arrival and departure in accordance with our new guidelines.</li> <li>• Personal hygiene and social distancing requirements are a must for attendance at Playgroup</li> <li>• Members are strongly encouraged to BYO toys and any toys or equipment used while at Playgroup must be thoroughly cleaned and sanitised after use.</li> <li>• There will be a strict 'No sharing food' policy</li> <li>• Members will access a key lockbox at the front door. The code will be changed regularly (start of every school term) and a sanitising station will be set up to ensure the safety of our members. Previously members have collected the key from Cobaw Health centre two doors down.</li> </ul>
Program changes	Toys will be limited, outdoor play will be encouraged and one activity will be set up at a time for children to complete.
Promoting good hygiene	Regular reminders will be promoted on our Facebook page and via email. Posters will encourage good hygiene and members will know prior to returning that this is a requirement of attending Playgroup now. Clear and concise signs and posters will be displayed. Hands are to be washed before and after any activity or play.
Member access to facility	Members will access a key lockbox at the front door. The code will be changed regularly and a sanitising station will be set up to ensure the

	<p>safety of our members. The key is to be placed back in the lockbox at the end of each session. Previously members have collected and returned the key to Cobaw Health centre, two doors down.</p> <p>Marks/spots will be placed on the footpath leading to the entrance of Playgroup to ensure adults adhere to the 1.5 metre social distancing rule.</p> <p>The kitchen and outside storage shed will be closed during the initial reopening of Playgroup. Members will have access to the kitchen in the case of an emergency as most safety gear is stored there.</p>
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